

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post AMCONGEN GUAYAQUIL	2. Agency DEPARTMENT OF STATE	3a. Position Number 97237772
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position _____
- ☐ c. Other (explain) _____

5. Classification Action

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yyyy)

a. Post Classification Authority

CONSULAR ASSISTANT BIOMETRICS/ TRAVEL

FP-9

b. Other

c. Proposed by Initiating Office

6. Post Title Position (If different from official title)

7. Name of Employee

VACANT

8. Office / Section

US CONSULATE GENERAL

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position

XXX

Printed Name of Employee

Signature of employee

Date (mm-dd-yyyy)

10. This is a complete and accurate description of the duties and responsibilities of this position

XXXX

Printed Name of Supervisor

Signature of Supervisor

Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position

XXXX

Printed Name of Chief or Agency Head

Signature of Section Chief or Agency Head

Date (mm-dd-yyyy)

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

XXX

Printed Name of Admin or Human Resources Officer

Signature of Admin or Human Resources Officer

Date (mm-dd-yyyy)

13. Basic Function of Position

Incumbent is responsible for collecting fingerprints for nonimmigrant and immigrant visa applicants. Duties include visually confirming the applicant's identity based on the passport photo, instructing applicants in proper placement of fingers on the fingerprint scanning machine and capturing fingerprints using biometrics software.

Serves as backup when needed on visa printing and quality assurance terminals.

14. Major Duties and Responsibilities

Fingerprinting and other visa intake duties 67%

Collect fingerprints for NIV and IV applicants.
Maintain the fingerprint scanner.
Other duties as required by the Section Chief or Visa Chief.

Observation and tracking of DNA Testing 33%

Track receipt of DNA kits and schedule visa and passport applicants for testing.
Witness DNA testing of applicants and prepare sample kits for shipment to approved laboratories, ensuring chain of custody is protected at all times.
Receive DNA results by mail and email, tracking results on a spreadsheet and entering notes into the relevant case.

15. Required Qualifications

- a. **Education:** Completion of high school is required
- b. **Prior Work Experience:** Two years clerical experience is required, including customer service.
- c. **Post Entry Training:** None
- d. **Language Proficiency:** Spanish (FSI Level 1+ speaking/reading), English (FSI Level 3 speaking/reading). These will be tested.
- e. **Knowledge:** Basic knowledge of information systems

16. Position Elements

- a. **Supervision Received:** Supervised by Deputy Chief of Consular Section.
- b. **Available Guidelines:** 9 FAM, CA manuals, SOP's and guidelines.
- c. **Exercise of Judgment:** Incumbent must make decisions regarding identity of applicant, proper reading of fingerprints, waiving fingerprint requirement according to guidelines, and being aware of border security requirements.
- d. **Authority to Make Commitments:** None
- e. **Nature, Level, and Purpose of Contacts:** Contact with systems personnel and Consular Support Desk for smooth operation of fingerprinting process.
- f. **Supervision Exercised:** None.
- g. **Time Required to Perform Full Range of Duties after entry into the Position:** Two months